

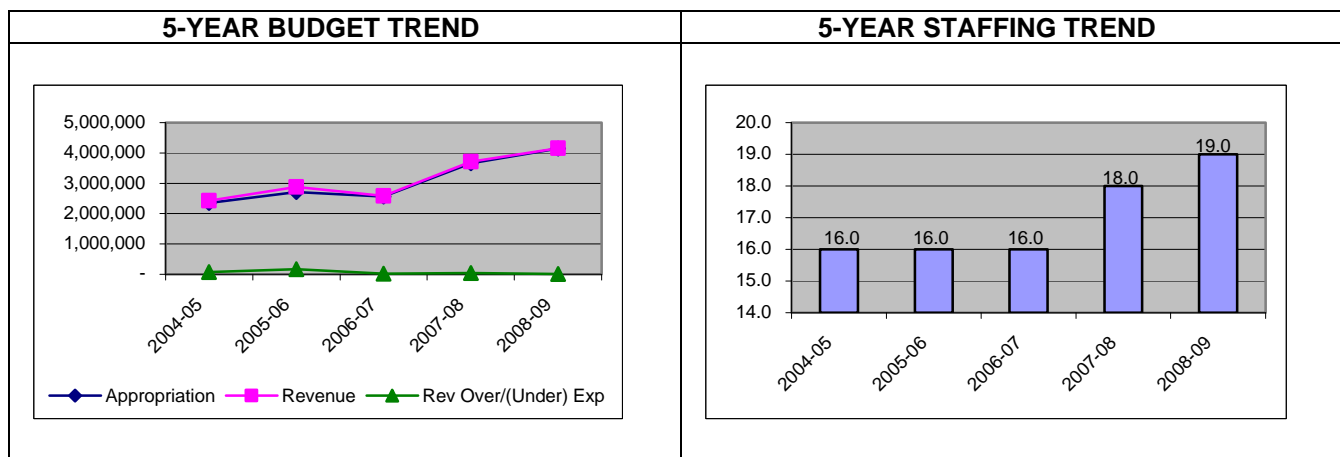
Printing Services

DESCRIPTION OF MAJOR SERVICES

Printing Services composes, sets, prints, collates, and binds county forms, pamphlets, business cards, and reports for County departments and special districts, including administration of the Arrowhead Regional Medical Center (ARMC) Forms Program. This division provides high quality printed materials and graphic design services utilizing the latest technological advances, and strives to deliver services in a timely and cost effective manner that is beneficial to its customers. Customers include County departments and other public agencies.

The Printing Services division budget unit is an Internal Service Fund (ISF) of the Purchasing Department. All operational costs of this program are distributed to user departments through user rates. As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used for working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

BUDGET HISTORY

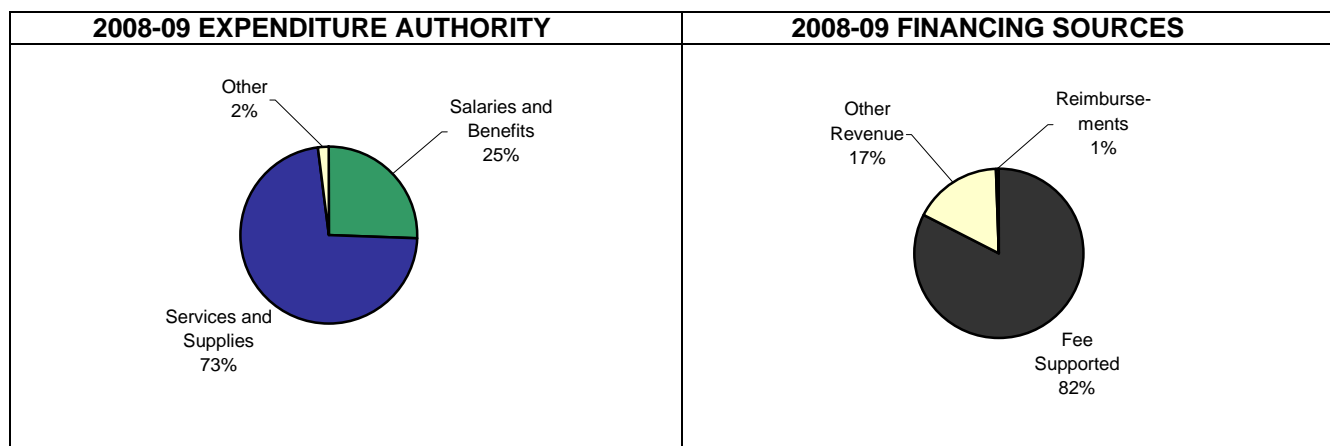


PERFORMANCE HISTORY

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Modified Budget	2007-08 Estimate
Appropriation	2,552,427	2,720,475	3,955,304	3,665,519	3,978,226
Departmental Revenue	2,677,230	2,975,297	4,018,759	3,708,849	4,021,326
Revenue Over/(Under) Exp	124,803	254,822	63,455	43,330	43,100
Budgeted Staffing				17	
Fixed Assets	32,826	7,421	26,849	43,000	42,058
Unrestricted Net Assets Available at Year End	258,995	487,899	886,800		860,093

The 2007-08 estimates for appropriation and departmental revenue are greater than the budgeted amounts due to an approximately 8% increase in printing by user departments, along with corresponding revenue.

ANALYSIS OF PROPOSED BUDGET



GROUP: Administrative/Executive
DEPARTMENT: Purchasing
FUND: Printing Services

BUDGET UNIT: IAG PUR
FUNCTION: General
ACTIVITY: Printing

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Estimate	2007-08 Final Budget	2008-09 Proposed Budget	Change From 2007-08 Final Budget
Appropriation							
Salaries and Benefits	807,396	803,519	924,533	984,861	1,042,679	1,060,521	17,842
Services and Supplies	1,734,253	1,933,142	2,967,850	2,896,137	2,531,025	3,000,829	469,804
Central Computer	7,378	7,270	9,796	16,238	10,825	21,420	10,595
Travel	-	-	-	-	-	5,000	5,000
Other Charges	3,363	5,453	-	-	-	-	-
Transfers	52,259	52,253	53,125	53,241	53,241	75,704	22,463
Total Exp Authority	2,604,649	2,801,637	3,955,304	3,950,477	3,637,770	4,163,474	525,704
Reimbursements	(52,222)	(81,162)	-	-	-	(25,230)	(25,230)
Total Appropriation	2,552,427	2,720,475	3,955,304	3,950,477	3,637,770	4,138,244	500,474
Depreciation	-	-	-	27,749	27,749	10,255	(17,494)
Total Requirements	2,552,427	2,720,475	3,955,304	3,978,226	3,665,519	4,148,499	482,980
Departmental Revenue							
Current Services	2,676,235	2,960,329	4,018,759	3,321,326	3,058,849	3,451,689	392,840
Other Revenue	995	14,968	-	700,000	650,000	708,000	58,000
Total Revenue	2,677,230	2,975,297	4,018,759	4,021,326	3,708,849	4,159,689	450,840
Rev Over/(Under) Exp	124,803	254,822	63,455	43,100	43,330	11,190	(32,140)
Budgeted Staffing					18.0	19.0	1.0
Fixed Assets							
Improvement to Structures	-	-	19,369	-	-	-	-
Equipment	-	-	7,480	20,000	-	-	-
Vehicles	-	-	-	22,058	30,000	-	(30,000)
L/P Equipment	32,826	7,421	-	-	-	-	-
Total Fixed Assets	32,826	7,421	26,849	42,058	30,000	-	(30,000)

Salaries and benefits of \$1,060,521 fund 19.0 budgeted positions and are increasing by \$17,842 primarily due to staffing changes. In 2007-08, the Board of Supervisors approved the transfer of ARMC printing services to the Purchasing Department; this transfer added 1.0 Reproduction Equipment Operator. Due to the increase in customer demand, the Bindery Equipment Operator to a Reproduction Equipment Operator I (\$1,497) reclassification will align the duties being performed by the incumbent with those of the recommended classification. Also, the new management Printing Services Supervisor to a new manager classification (\$3,338) is being requested due to the increase in responsibility by the addition of the ARMC Forms program and compensate for the added duties while creating future growth within printing services. The addition of 1.0 Automated Systems Technician will assist Printing Services with hardware/software support and automation efforts. The deletion of one position in 2007-08 will more than offset the cost of the reclassifications and one-half of the new position. The remaining cost associated with the new position will be funded by the Department's other internal service funds for work in those divisions as noted below.



Services and supplies of \$3,000,829 include the purchase of materials for all the printing jobs, hardware and software upgrades for graphic artists, office supplies, outside printing requests, COWCAP charges, and rental payments for the Quick Copy machines. The increase of \$469,804 is primarily due to the purchase of extra materials for the ARMC Forms Program, and the purchase of additional supplies to meet increased demand by user departments for printing services. In addition, costs for paper products in general have risen in the past year.

Transfers of \$75,704 represent reimbursement to Purchasing's general fund budget unit of \$63,213 for administrative support, office supplies purchases, and mandated EHAP charges.

Reimbursements of \$25,230 represent transfers from both Mail/Courier Services and Surplus Property and Storage Operations budget units for a total of one-half reimbursement of the Automated Systems Technician salary and benefits.

Departmental revenue of \$4,159,689 includes \$3,451,689 for all printing services job orders and graphic design services, and \$708,000 for the ARMC Forms Program. The increase of \$450,840 is primarily due to an anticipated increase in printing and graphic design services by user departments.